- Aatrix EFTPS -

User's Guide

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Program developed by a.d. jensen
Documentation written by Barbara Bentz Version 1.0

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Welcome to Aatrix EFTPS ...

This chapter provides you with an overview of the Aatrix EFTPS program, which consists of:

- Questions and Answers about EFTPS
- System Requirements
- Registration
- Program Overview
- Technical Support for Aatrix EFTPS

Q & A

Following is a brief question and answer section which is meant to provide helpful information concerning EFTPS.

What is EFTPS?

Electronic Federal Tax Payment System (EFTPS) is a system whereby federal tax payments are transmitted electronically to the Internal Revenue Service. It is managed by the First National Bank of Chicago and NationsBank on behalf of the Department of Treasury. EFTPS is meant to replace all paper deposit coupons currently in use.

Who has to use EFTPS?

Participation is based on the amount of payroll taxes you pay. A phase-in period has been established for the years through 1999 that would increase the number of taxpayers required to make their federal tax deposits electronically. To meet the phase-in requirements, all taxpayers who had a yearly federal tax obligation of more than $50,000 in 1995 must begin making tax deposits electronically in July 1997; taxpayers who had a yearly tax obligation of more than $50,000 in 1996 must begin making electronic tax deposits in January 1998; and taxpayers who have a yearly tax obligation of more than $20,000 in 1997 will be required to deposit electronically in January 1999.

How do I enroll in EFTPS?

To enroll in EFTPS, you must fill out an enrollment form (Form 9779) to use EFTPS and send it to the address indicated on the form. After your enrollment form is processed, you will receive a personal identification number and payment instructions.

If you received the Form 9779 enrollment form from the IRS but have not yet sent it in for processing, you should do so as soon as possible. It will take about 2-10 weeks after First National Bank of Chicago and NationsBank receive the enrollment form to complete the enrollment process and send you a personal identification number and payment instructions.

What payment method should I choose?

The IRS offers EFTPS taxpayers two primary payment methods through the Automated Clearing House (ACH) network: ACH Debit and ACH Credit.

In **ACH Credit**, you must make the proper arrangements with your financial institution to forward the payment to EFTPS. In the **ACH Debit** method you authorize the IRS Financial Agent (i.e., NationsBank or First National Bank of Chicago) to take money directly from your bank account.

In order to use **Aatrix EFTPS** to electronically transmit your tax payments, you **must select the ACH Debit option** on Form 9779. If you've already sent in Form 9779 and did not choose the ACH Debit option, you need to change this payment option as soon as possible by contacting either NationsBank (1-800-555-4477) or First National Bank of Chicago (1-800-945-8400).

How do I get enrolled with the Aatrix EFTPS Service?

Before you can use the Aatrix EFTPS Server to transmit your EFTPS federal tax payments, you must be enrolled with the **Aatrix EFTPS Service**. To do so, fill out the **Aatrix EFTPS Enrollment Form** which is included in the Aatrix EFTPS package and fax or mail it (and all other required information listed on the enrollment form) to Aatrix Software, Inc. as soon as possible. Your enrollment information will be entered into the Aatrix EFTPS system, and your Form 8655 will be forwarded to the appropriate IRS Office. In approximately 2 weeks you should receive an Acceptance Form from Aatrix Software indicating that you can begin using Aatrix EFTPS to transmit your EFTPS federal tax payments.

What happens when I transmit my tax payments via Aatrix EFTPS?

Aatrix EFTPS will use your modem to transmit the federal tax payment information to the **Aatrix EFTPS Server**. The Aatrix EFTPS Server will validate your tax payment information and forward it to the appropriate Financial Agent (i.e., NationsBank or First National Bank of Chicago) using the **ACH Debit** option. Once the IRS verifies/accepts your tax payment information, an ACH debit transaction will be initiated against the bank account you've designated. In addition, for each transaction the Aatrix EFTPS Server transmits for you, a transaction fee will be automatically debited from your bank account and credited to your Aatrix EFTPS bill.

System Requirements

To use Aatrix EFTPS, you need the following equipment:

- **Computer:** Aatrix EFTPS must be installed on a hard disk and will work with a Macintosh Plus or models of equal or higher performance. It requires a minimum of 1 MB of memory (RAM) and 500K of hard disk space.

- **Operating System:** In order for your EFTPS tax payment amounts to come directly out of your Aatrix payroll program (Aatrix Payroll, Aatrix MacP&L Payroll, Ultimate Payroll, or MultiUltimate Payroll), your Macintosh must run System Software 7.0 or later. If you are not sure which version is currently installed on your computer, select 'About the Finder' (System 6) or 'About this Macintosh' (System 7) in the Apple menu. If your computer is running System 6, you will have to manually fill in your tax payment amounts.

- **Modem:** You need a 100% Hayes-compatible modem to use Aatrix EFTPS (refer to your modem user manual to determine if your modem is 100% Hayes-compatible).

- **(Optional) Printer:** Aatrix EFTPS works with Apple printers for the Macintosh. It also works with the HP DeskWriter and other Macintosh compatible printers.

Registration

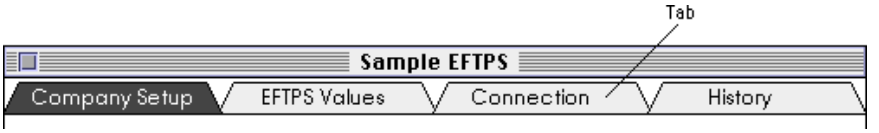
Before doing anything with Aatrix EFTPS, please fill out the registration card which came in the Aatrix EFTPS package and mail it to Aatrix Software. If you bought this program directly from Aatrix Software, you are already registered.

As a registered user, you will receive update/upgrade information, product bulletins, and access to our technical support lines.

Once you are registered, free technical support is available for 30 days from the date of purchase for questions pertaining to the Aatrix EFTPS software. After 30 days, support is available for a nominal per minute charge on a credit card.

Program Overview

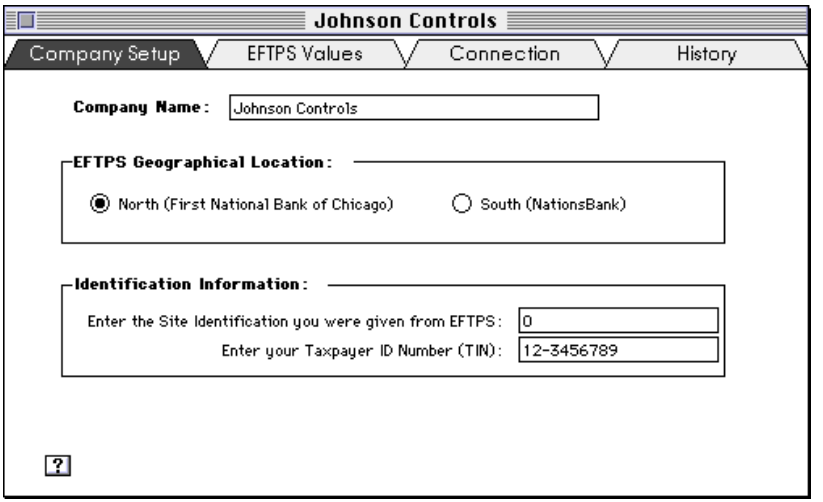
Before you begin using the Aatrix EFTPS program for the electronic transmission of your federal tax payments, you should familiarize yourself with its window layout. There are four main windows in the Aatrix EFTPS program: Company Setup, EFTPS Values, Connection, and History.



To access any of the four main windows, simply click on the "tab" associated with the window you want to access. When you click on a tab, the window associated with the tab is displayed.

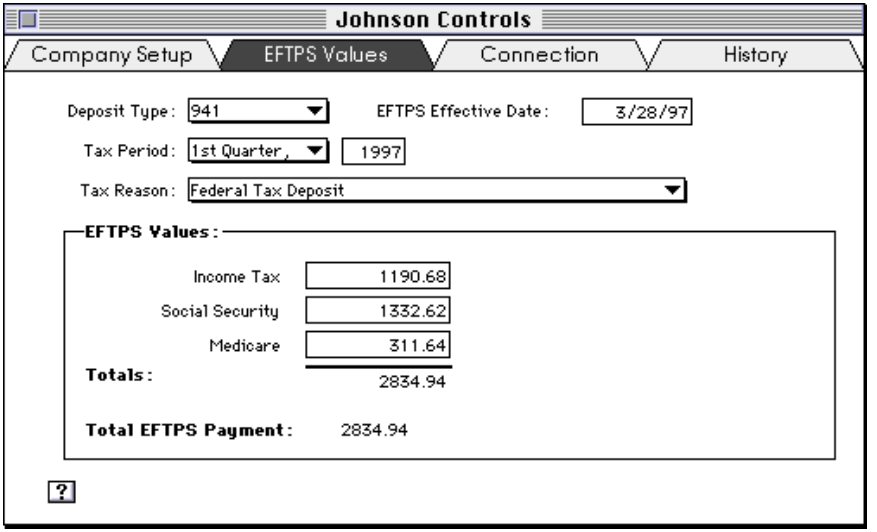
Company Setup Window

When you open the Aatrix EFTPS program, the following window will appear. It is in this window that you will enter the company information required in an EFTPS transmission file.



EFTPS Values Window

When you click on the **EFTPS Values** tab, the following EFTPS Values window will appear.



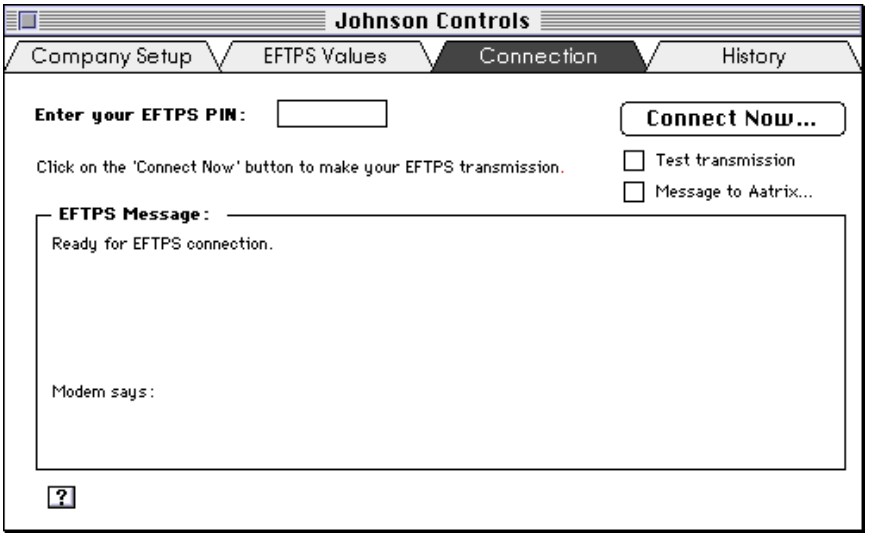
The above illustration displays the EFTPS Values window setup to transmit a 941 tax deposit.

The EFTPS Values window allows you to indicate the type and amount of tax payment you are transmitting and any additional information the program needs to complete the EFTPS transmission file (e.g., Effective date).

Note: The values for your EFTPS federal tax payments can be automatically filled in for you with the "**Write a Check**" feature in your Aatrix payroll program.

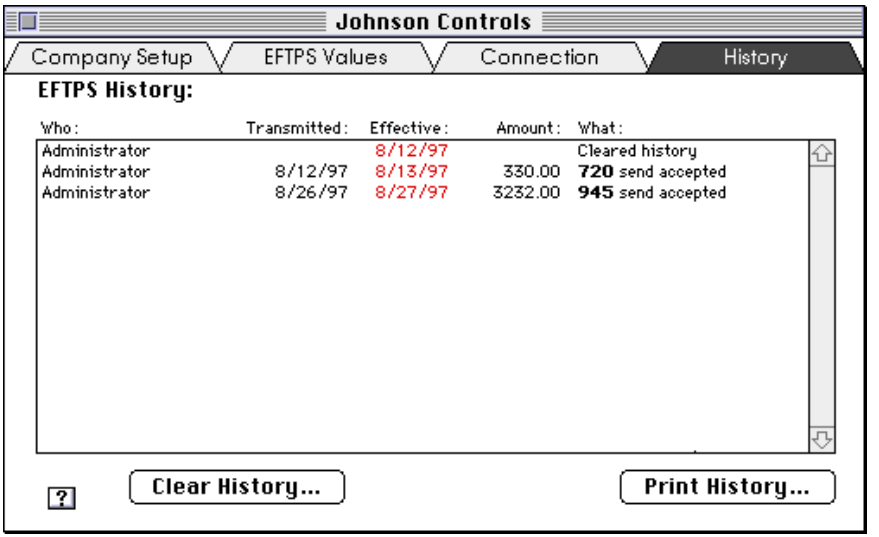
Connection Window

When you click on the **Connection** tab, the following Connect window will appear. The options in the Connect window allow you to transmit your EFTPS data.



History Window

When you click on the **History** tab, the EFTPS History window will appear.



The EFTPS History window displays relevant information (e.g., transmission date) about each EFTPS transaction that's been transmitted to the Aatrix EFTPS Service.

Technical Support

In order to receive a quick solution to your problem from our customer support staff, please follow these simple guidelines before calling:

1. Check this user manual for help with your problem or question. We try to provide our users with informative documentation and many of your questions can be answered much faster for you in this manual.
2. Be familiar with your Apple Macintosh computer and its functions.
3. Write your questions or problems down so that you can easily explain them.
4. Have your computer on and be ready to access the **Aatrix EFTPS** program. It will be easier to solve your problem if the support personnel can help you work through the problem step by step.
5. Be prepared to give your company name, product registration number, and credit card number. **Customer support will only be given to registered users**.

You can reach customer support using one of the following methods:

- Telephone: (701) 746-7202 Monday-Friday, 8:30 to 5:00 CT

  Registered users receive free telephone support for 30 days from the date of purchase for questions pertaining to Aatrix EFTPS. After 30 days, support is available for a nominal per minute charge on a credit card.

- Fax: (701) 746-4393

  Registered users receive free fax support for 30 days from the date of purchase. After 30 days, fax support is available for a nominal charge. In order for us to respond to your questions / problems via fax, you must explain your problem clearly and include a return fax number.

> Note: • Telephone and fax support is not free for program upgrades.
>
> • Program upgrades are available on our web site; **www.Aatrix.com**

- Electronic Mail (no charge):
  -- America Online AATRIX
  -- AppleLink AATRIX
  -- Internet techsupport@aatrix.com

- Write to us at:
  Aatrix Software, Inc.
  P.O. Box 5129
  Grand Forks, ND 58206-5129

2

Installing Aatrix EFTPS ...

This chapter provides the instructions you need for a successful install of the Aatrix EFTPS program. It has three major sections:

- **Installing Aatrix EFTPS** - Describes how to install the Aatrix EFTPS program on your hard disk.
- **Starting Up Aatrix EFTPS** - Provides the two methods available for launching the Aatrix EFTPS program.
- **What do I do now?** - Outlines what you should do after you've installed the Aatrix EFTPS program on your hard disk.

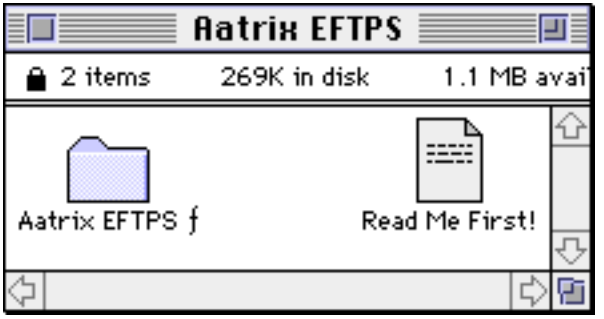
Aatrix EFTPS Installation

Installation Notes:

- If you want to obtain your EFTPS tax payment amounts directly from your Aatrix Payroll, Aatrix MacP&L Payroll, Ultimate Payroll, or MultiUltimate Payroll program, your Macintosh must be running System 7.
- Before installing Aatrix EFTPS, we recommend that you turn off any virus detection programs you may have installed on your computer. If your computer is running System 7, restart the computer while holding down the shift key. Keep the shift key down until the 'Welcome to Macintosh / Extensions Off' sign appears. If your computer is running System 6, remove any virus detection programs you may have out of the System folder, then restart your computer.

To install Aatrix EFTPS,

1 Insert the disk labeled **Aatrix EFTPS** into the disk drive.



2 Drag the **Aatrix EFTPS *ƒ*** folder from the floppy disk into your **Aatrix Payroll *ƒ*** folder on your hard drive. (If you are not using an Aatrix payroll program, drag the Aatrix EFTPS *ƒ* folder from the floppy disk to your hard disk.)

3 After the copying process is done, eject the floppy disk from the disk drive.

4 Enable your extensions. To do so, restart your computer by selecting the **Restart** command from the **Special** menu.

The Aatrix EFTPS program is now installed and ready to set up. Store the master disk in a safe place away from extreme heat and / or humidity.

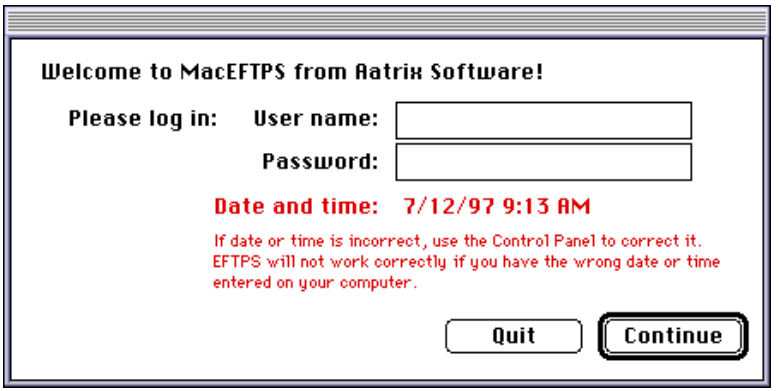
Starting Up Aatrix EFTPS

There are two ways in which you can launch the Aatrix EFTPS program:

- Click on the **Send EFTPS** button in the "Write a Check" window of your Aatrix payroll program. A Getfile dialog will appear allowing you to locate and open (i.e., launch) the EFTPS company setup file that is associated with the company you currently have open in payroll.
- Double-click on the **Aatrix EFTPS** application icon (see below). If the program is launched in this manner, the values for your EFTPS tax payment will need to be manually filled in.

Logging In:

Each time you launch Aatrix EFTPS, a "log in" window will appear asking you to enter a user name and password. The default user name and password is **admin** and **eftps**, respectively. Entering the default user name and password allows access to the program and the ability to setup / edit your password protection using the User List command in the File menu.


Welcome to MacEFTPS from Aatrix Software!
Please log in:
User name:
Password:
Date and time: 7/12/97 9:13 AM
If date or time is incorrect, use the Control Panel to correct it.
EFTPS will not work correctly if you have the wrong date or time
entered on your computer.
Quit
Continue

If more than one person is going to be accessing the Aatrix EFTPS program, you will want to setup a user name and password for each. Refer to 'Password Protection' for details. Three log in failures locks the user out of the program for 10 minutes.

What do I do now?

After you have installed the Aatrix EFTPS program but before you can use it to electronically transmit your EFTPS tax payments, you need to set up the Aatrix EFTPS program. This involves:

- Entering your company information
- Setting your preferences
- (Optionsl) Securing the program with password protection

Once you've completed your EFTPS company setup, the Aatrix EFTPS program will be ready to electronically transmit your EFTPS tax payments.

REMINDER: Before the Aatrix EFTPS Server can process your EFTPS tax payments, you must be enrolled with the **Aatrix EFTPS Service**. So be sure that you fill out the **Aatrix EFTPS Enrollment Form** which is included in the Aatrix EFTPS package and fax or mail it (and all other required information listed on the enrollment form) to Aatrix Software, Inc. as soon as possible.

3

Setting Up Aatrix EFTPS ...

This chapter consists of two major sections which outline all steps necessary to setup the Aatrix EFTPS program to electronically transmit your federal tax payments.

- **Before you can use Aatrix EFTPS** - Describes what you need to have on hand when setting up a new EFTPS company file.

- **Setting up the Aatrix EFTPS program** - Provides instructions for each step of a new EFTPS company setup file.

Before You Can Use Aatrix EFTPS

This chapter takes you through the Aatrix EFTPS setup routine. The set up process requires that you have certain information organized and readily available.

Information you will need:

- Your 9 digit Taxpayer Identification Number (T.I.N.).
- Your 4 digit Personal Identification Number (P.I.N.).
- If more than one person is going to be using Aatrix EFTPS, you may want to designate a user name and password for each user. Only those users with a valid password will then be allowed access to Aatrix EFTPS.

Setting Up Aatrix EFTPS

Before you can use Aatrix EFTPS to electronically transmit your EFTPS tax payments, you need to complete a series of steps for each new company you create.

> Note: If at any time during the setup process you have to quit, simply select the **Save** command in the **File** menu to save what you've entered. When you return to Aatrix EFTPS, continue setting up where you left off.

The following pages provide detailed instructions for completing each step of the setup process.

Step 1: Enter your company information in the **Company Setup** window.

Step 2: Use the **Preferences** window to set the EFTPS program preferences.

Step 3: (Optional) Establish your program security in the **User List** window.

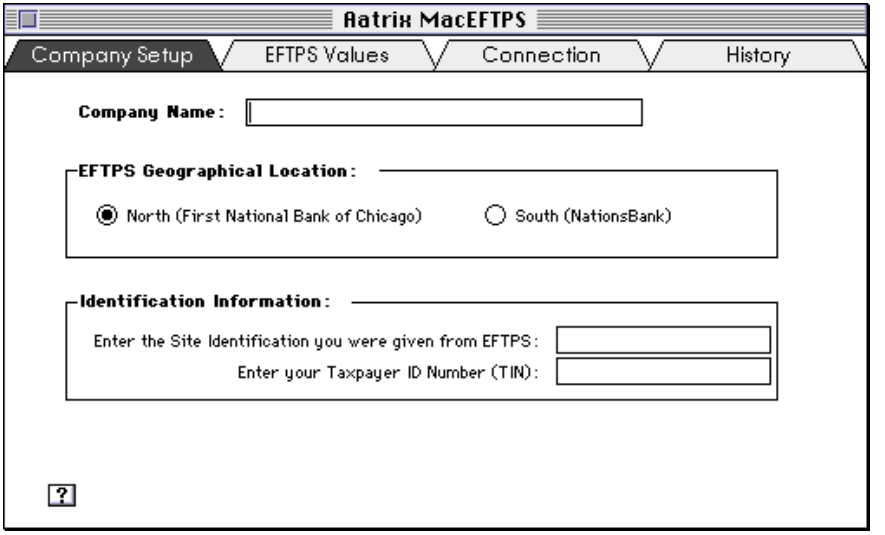
Step 4: Save the EFTPS company setup file.

Once all the relevant information is entered and saved in your EFTPS company setup file, you will be able to use Aatrix EFTPS to transmit your tax payments.

Company Setup

For each new company you set up, Aatrix EFTPS requires certain information to be included in your EFTPS transmission files.

To create a new EFTPS company setup file, select **New** from the **File** menu, then click on the '**Company Setup**' tab.



Company Name:

Enter the name of your company (limited to 32 characters). You can abbreviate the company name if it is more than 32 characters long.

EFTPS Geographical Location:

Select the Treasury Financial Agent that serves your geographical location.

- **NationsBank:** Alabama, Arizona, Arkansas, California (Los Angeles, Orange, San Bernadino, Riverside, San Diego, and Imperial Counties), Delaware, District of Columbia, Florida, Georgia, Kentucky, Louisiana, Maryland, Mississippi, Nevada, New Mexico, North Carolina, Ohio, Oklahoma, Pennsylvania, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, West Virginia, Other US Territories.
- **First National Bank of Chicago:** Alaska, California (all other counties not listed under NationsBank), Colorado, Connecticut, Hawaii, Illinois, Idaho, Indiana, Iowa, Kansas, Maine, Massachusetts, Michigan, Minnesota, Missouri, Montana, Nebraska, New Hampshire, New Jersey, New York, North Dakota, Oregon, Rhode Island, South Dakota, Utah, Vermont, Washington, Wisconsin, Wyoming, Other International.

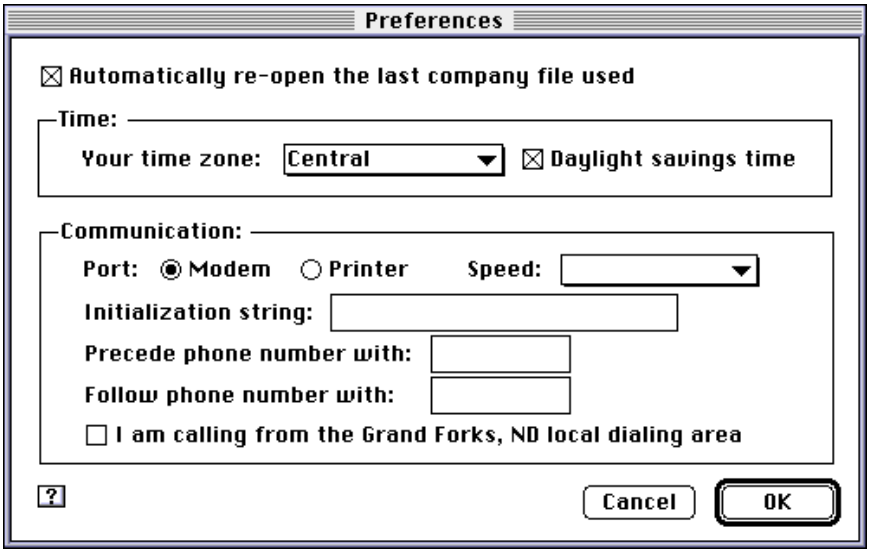
Identification Information:

Enter your Taxpayer Identification Number (T.I.N.).

If your geographical location is North (First National Bank of Chicago), enter the **Site Identification** you were given from them. You can enter the number zero if you don't know what your Site Identification is.

Preferences

Select the **Preferences** command in the **Edit** menu to set your program related defaults.



Auto re-open:

Check the 'Automatically re-open the last company file used' option if you want the last company you were in before quitting the program to automatically open the next time you launch Aatrix EFTPS.

Time:

Select the appropriate time zone for your geographical region form the pop-up menu. If applicable, click on the 'Daylight savings time' checkbox.

Communication:

Set up the communication options for your modem.

Port:

If your modem is connected to the printer port on your computer, click on the Printer radio button, otherwise make sure the Modem option is selected.

Speed:

Select the speed of your modem from the Speed pop-up menu. The 9600 option is preferred.

Initialization string: (Optional)

Enter your modem initialization string, if any. Refer to your modem manual for this information. If your modem is Hayes-compatible, the default sequence ATZE1V1M1 should work.

Precede phone number with:

Enter the long distance access number or sequence, if any. Also, enter the number that allows access an outside line (e.g., **9,**), if any.

> Note: Adding a comma to the string will pause the dialing process for a brief moment. You may find that you need to add more than one comma in order for a successful dial out.

Follow phone number with:

Enter the number required after you dial the long distance telephone number, if any. For example, a long distance dialing code (preceded by commas, if necessary).

I am calling from Grand Forks, ND:

Click on the "Calling from Grand Forks" checkbox if you are calling from the Grand Forks local dialing area. This tells the Aatrix EFTPS that your transmission to the EFTPS Server is not a long distance call.

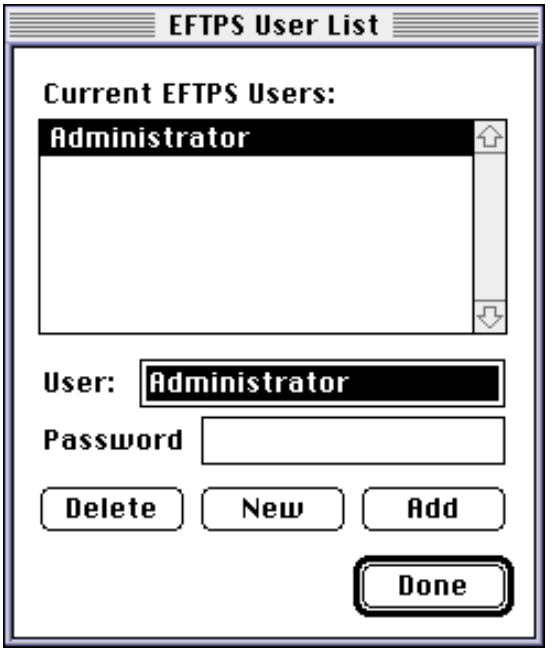
Password Protection

If security is an issue in your company, you will want to assign a user name and password to each person who will be using the Aatrix EFTPS program.

To set up security for your Aatrix EFTPS program, select the '**User List**' command in the '**Edit**' menu.

Note: The User List command will be available in the Edit menu only when the default user name and password (**admin** and **eftps**, respectively) is entered in the log in window at start up.

The EFTPS User List window will display all those users who are currently allowed access the Aatrix EFTPS program.



To add a new user to the list:
Click on the **New** button, enter the **User** name and **Password** in the text boxes, then click on the **Add** button. The new entry will be displayed in the user list. (Note: The User name and Password must contain at least 5 characters.)

To make changes to an existing user:
In the list, select the name of the user you want to edit, make the desired changes, then click on the **Add** button.

To delete a user form the list:
In the list, select the name of the user you want to remove, then click on the **Delete** button. A dialog will appear asking if you are sure you want to delete this entry.

Done
Click on the **Done** button to close the window.

Saving Your Company Setup

At any point, you can save a new EFTPS company setup file (or save changes to an existing one) by selecting the **Save** command in the **File** menu.

The first time you select the Save command, a Putfile dialog will appear allowing you to name and save the company setup file.

Name your EFTPS company setup file with a descriptive name (e.g., your company name) and save it in the **Aatrix EFTPS *f*** folder.

Opening/Closing Companies

To open to a different company file, select **Close** from the **File** menu to close the currently open company, then select the **Open** command in the **File** menu. A Getfile dialog will appear allowing you to locate and open the company you want.

To close a company file, choose **Close** from the **File** menu.

Quitting Aatrix EFTPS

When you are ready to quit the Aatrix EFTPS program, choose **Quit** from the **File** menu.

4

Connecting ...

The information is this chapter is relevant only after you've setup and saved your EFTPS company file. It includes three major sections:

- **Transmitting an EFTPS Tax Payment** - Provides step-by-step instructions for transmitting your EFTPS tax payments.
- **EFTPS Tax Payment History** - Describes the information and options in the History window.
- **Trouble Shooting** - Provides solutions to some possible problems.

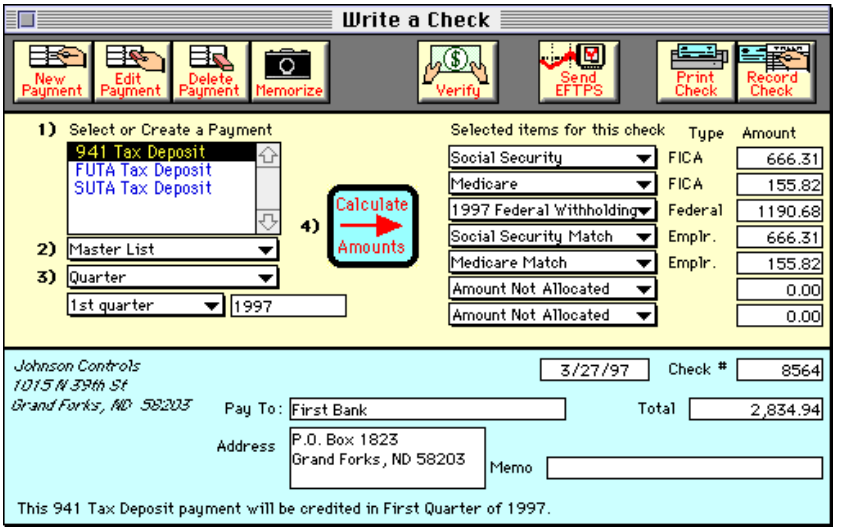
Transmitting an EFTPS Tax Payment

To set up and transmit an EFTPS tax payment,

1 What you do first depends on whether or not you have the ability for the EFTPS tax payment amounts to be automatically filled in for you.

- If you are using Aatrix PayCheck or a non-Aatrix product, launch the Aatrix EFTPS program by double-clicking the **Aatrix EFTPS** application icon.
- For all Aatrix payroll users except Aatrix PayCheck; the values for your EFTPS tax payment can be automatically filled in for you.

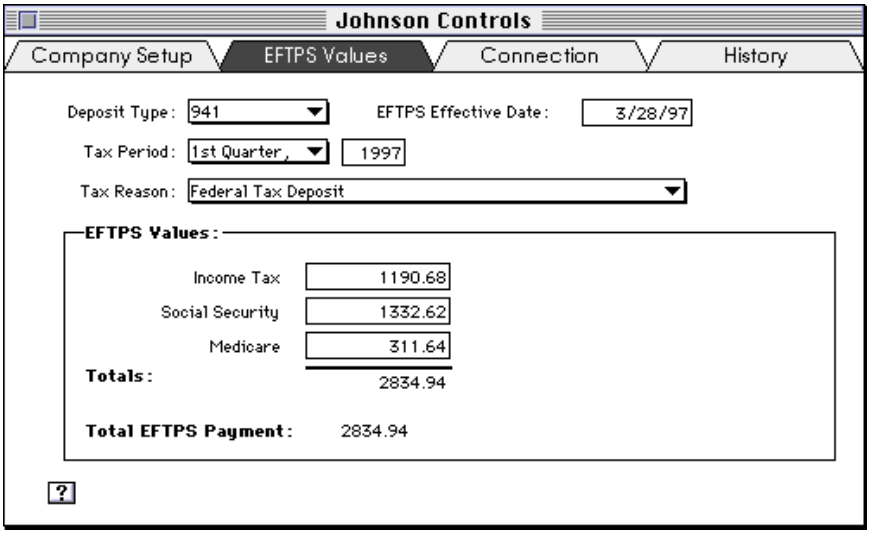
  To do so, you need to create a "payment" (e.g., 941 Tax Deposit) in the Write a Check window of your payroll program. After processing a payroll, use this "payment" to calculate the amount of the tax payment. (Refer to your payroll manual for details on creating payments and using them to write/calculate liability checks.)



Once the amount of your tax payment is calculated, click the **Send EFTPS** button. If the current payroll company is not open in Aatrix EFTPS, a Getfile dialog will appear allowing you to locate and open the appropriate EFTPS company setup file.

Note: The 'Pay to' and 'Address' of a tax payment is not used by EFTPS.

2 Click on the **EFTPS Values** tab.



3 Set up your tax payment in the EFTPS Values window.

Deposit Type:
Select the type of federal tax deposit you are making.

EFTPS Effective Date:
Enter the date in which you want your federal tax payment transfer to occur. This is the date on which your designated bank account will be debited. For most users, this will be the tax due date. Your tax payment must be reported **at least one business day prior** to the Effective date.

> Note: The Aatrix EFTPS daily tax payment deadline is **4:59 p.m. Central Time**. All tax payments received by the Aatrix EFTPS Server after 5:00 p.m. will be sent to the appropriate Financial Agent the next day.

Tax Period:
Enter the liability period for which the tax payment is being made.

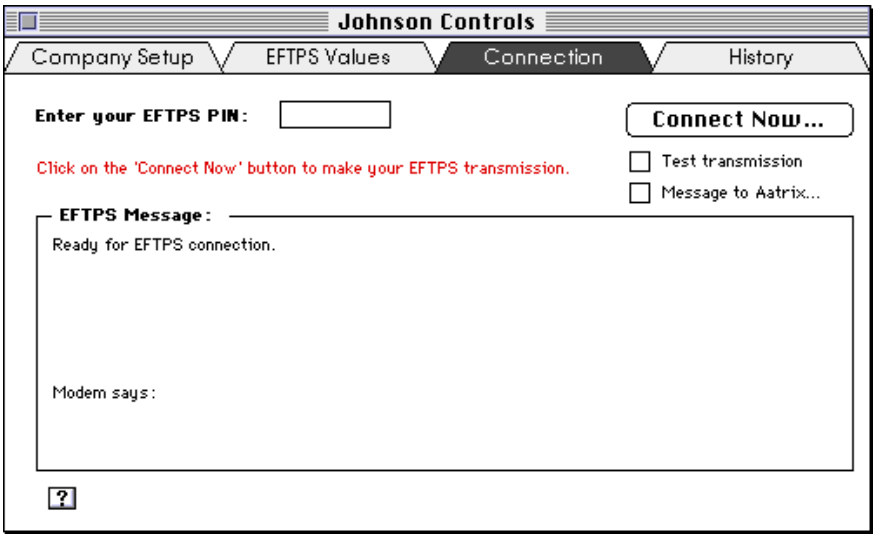
Tax Reason:
Select the reason for this tax payment.

EFTPS Values:

The 'EFTPS Values' portion of the window will change depending on the type of deposit you are making.

- If you used the "payment" and **Send EFTPS** features in the Write a Check window of your Aatrix payroll program, the values should automatically be filled in for you.
- If you are using Aatrix PayCheck or a non-Aatrix product, you will have to manually enter the correct values of your tax payment.

4 Click on the **Connection** button.



Note: The **EFTPS Message** portion of the Connection window indicates the status of the tax payment setup. If the tax payment setup is complete, the message "**Ready for EFTPS connection**" will appear.

5 Set up the **Connection** window to transmit your tax payment.

EFTPS PIN:

Enter your four-digit **Personal Identification Number** (PIN) in the text box.

Test Transmission: (Optional)

If you wish to check the information in your tax payment setup (e.g., whether the payment will put you over the threshold amount, if the effective date is valid), click on the **Test transmission** checkbox.

When you are ready, click on the **Connect Now** button. Your tax payment information is transmitted to the Aatrix EFTPS Server for verification. While online, the Server will respond with a message as to whether the tax payment setup is valid or not. If the setup is valid, deselect the Test transmission checkbox and continue to the next step. If the setup is invalid, make the necessary corrections and test the transmission again.

> Note: The information in your transmission test does not go any further than the Aatrix EFTPS Server.

Message to Aatrix: (Optional)

The 'Message to Aatrix' option can be used to communicate with the Aatrix EFTPS operator. When you click on the **Message to Aatrix** check box, dialog appears allowing you to enter a brief message (up to 32 characters).

Message to Aatrix Software
To send a message to the EFTPS operator, enter it below. To remove the message, simply delete it and click OK.
DO NOT use this to ask a technical support question: call (701) 746-7202 instead.
Unless sent with a "Test Transmission", a message may delay your EFTPS payment.
Message (up to 32 characters):
Cancel
OK

6 Click on the **Connect Now** button.

What Happens When I Connect?

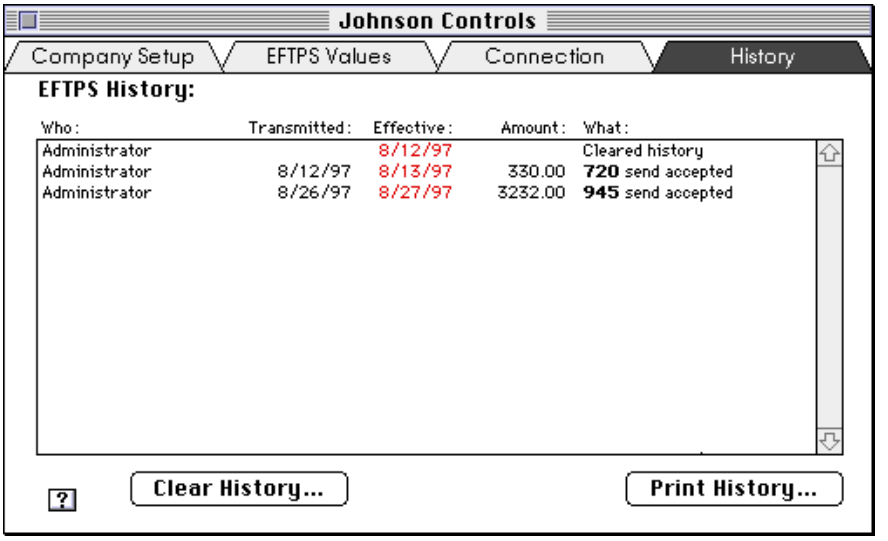
When you click on the **Connect Now** button, Aatrix EFTPS transmits your tax payment to the Aatrix EFTPS Server. As soon as the Aatrix EFTPS Server receives your tax payment, it verifies the following information:

- The Aatrix EFTPS Server looks up your account and verifies that your T.I.N. and P.I.N. are valid. If there is a message relative to your account, it is sent at this time. If the T.I.N. and P.I.N. don't match, you will be given this information and logged off.
- The Effective date is verified that it is not an EFTPS Holiday Date. If the Aatrix EFTPS Server determines that your Holiday file is invalid, the Server will automatically update it for you.
- The amount is checked that it does not exceed your designated threshold. If it is, you have 30 seconds to decide (while online) if you want to override the limit. If not, the transmission is rejected and you will be logged off.

Once your tax payment is accepted, it is sent to the appropriate Financial Agent (i.e., NationsBank or First National Bank of Chicago). An **ACH debit** transaction will be initiated against your bank account based on your designated effective date and specified amount. In addition, for each transaction the Aatrix EFTPS Server transmits for you, a transaction fee will be automatically debited from your bank account and credited to your Aatrix EFTPS bill.

EFTPS Tax Payment History

Click on the **History** tab to access the EFTPS History window.



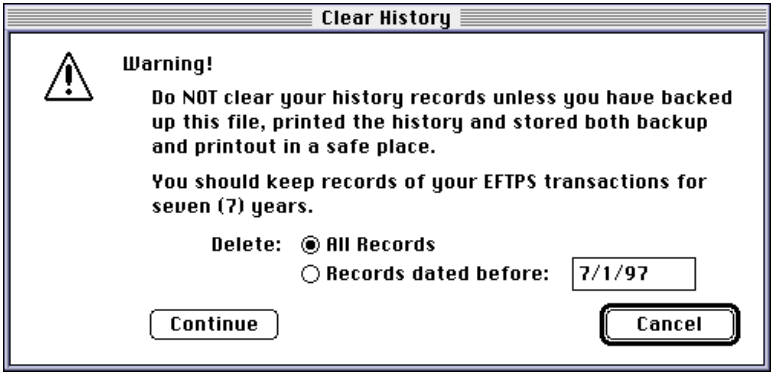
The EFTPS History window will display detailed information for each EFTPS transaction that has been transmitted to the Aatrix EFTPS Server.

Print History:

When you click on the **Print History** button, the standard Macintosh Print dialog will appear allowing you to print all the information in the History window.

Clear History:

The **Clear History** button allows you remove all the transactions displayed in the scrolling list or only those transactions recorded before a date you designate.


Clear History
Warning!
Do NOT clear your history records unless you have backed up this file, printed the history and stored both backup and printout in a safe place.
You should keep records of your EFTPS transactions for seven (7) years.
Delete:
All Records
Records dated before:
7/1/97
Continue
Cancel

Trouble Shooting

Problem: I try to send payments but nothing happens.

Solution: Make sure that your modem is turned on and properly connected to your computer. Verify that you have the proper initialization string and modem speed assigned in the Preferences window (refer to your Modem manual, if necessary).

Problem: When I attempt to transmit a tax payment to the Aatrix EFTPS Server, I get a message that my Taxpayer ID Number (TIN) is not registered with Aatrix Software.

Solution: If you are already registered with the **Aatrix EFTPS Service**, make sure your Taxpayer ID Number (TIN) is entered correctly in the Company Setup window.

If you have not yet registered with the **Aatrix EFTPS Service**, you can do so by filling out the **Aatrix EFTPS Enrollment Form** which is included in the Aatrix EFTPS package. Fax or mail this form (and all other required information listed on the enrollment form) to Aatrix Software, Inc. as soon as possible. If you need an enrollment form, call Aatrix Software at 1-800-426-0854

Problem: I get the message, "You can't connect because I can't open the port for the modem connection." How do I correct this?

Solution: Check that there are no other program (e.g., American Online) currently using the modem. Also, check that the correct port option is selected in Preferences.

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• How to use this online user guide •

In the toolbar:

Page Back / Forward

Go Back / Forward

Moves you to your previous location

Using the Bookmarks:

Bookmarks have been used to mark the topics and subtopics within this user guide. If the bookmarks are not displayed in the overview area (left side of the window), select the **Bookmarks and Page** command from the **View** menu. Click the triangle to the left of a bookmark to show and hide subtopic bookmarks.

To go to a topic or subtopic using its bookmark, click the bookmark text or double-click the page icon to the left of the bookmark name.

Using the Find command:

The Find feature can be used to locate part of a word, a complete word, or multiple words. There are two ways to find a word:

Click the Find button in the toolbar

Choose the **Find** command in the **Tools** menu

• How to print this online user guide •

You can use the **Print** command in the **File** menu to print separate topics or the entire user guide.

Note: The pages of this user guide have been made smaller than the standard 8.5 x 11 size - so you may prefer to print them two to a page of paper (i.e., two up).

To print two pages to one sheet of paper,

1. Choose the **Page Setup** command from the **File** menu.
2. Choose the **2 Up** option from the **Layout** pop-up menu.
3. Choose the **Print** command from the **File** menu.
4. In the Print dialog which appears, indicate the range of pages you want to print.
5. Click the **Print** button.